

FILED *Personnel* 566: 4/84

DD/S 66-5001

5 OCT 1966

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Director, Planning, Programming and Budgeting

SUBJECT : Office of Communications/DDS Staffing Complement
Revision

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. In collaboration with the Position Management and Compensation Division of the Office of Personnel, we have reviewed the Office of Communications' proposed distribution of its 1967 ceiling authorization and proposed upgrading of several existing positions. These proposals do not affect the current authorization for positions GS-14 and above, but do increase the Office of Communications average GS grade from 9.386 to 9.401.

3. This increase is largely the result of the addition of ☐ new ceiling positions, with the remaining increase caused by upgrading seven key intermediate-level program positions. These grades have been approved by the PMCD/OP and are in accordance with established grade patterns for such specialized jobs. Tab A shows a summary of the changes in ceiling, average grade, grade distributions and other related information pertinent to your review. Tab B presents a narrative summary of these changes. Tab C, which lists in detail the proposed changes, is furnished as additional background.

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4. A review of the current Office of Communications Staffing Complement, as well as that of other Support Services components, reveals that compensating changes cannot be made at this time, and an exception is being requested in the average grade limitation for this proposed increase. The request for an exception is particularly significant in view of the continued program demands and increasing requirements upon the Office of Communications - the initial basis for authorizing the recent ceiling increase.

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5. It is recommended that the Office of Communications average grade be increased from 9.386 to 9.401.

SIGNED Alan M. Warfield

for R. L. Bannerman
Deputy Director
for Support

Attachments:

TAB A
TAB B
TAB C

Concur:

/s/ Emmett D. Echols

29 SEP 1966

Emmett D. Echols
Director of Personnel

Date

The recommendation contained in paragraph 5 is approved.

/s/
L. K. White

Executive Director-Comptroller

13 OCT 1966

Date

Distribution:

Orig - Adm w/atts (Return to D/Pers via DD/S)

1 - ER

1 - D/PPB

1 - D/Commo

✓ 1 - DD/S Subject w/cy atts

1 - DD/S Chrono

PMCD/OP: [] (21 Sept 66)

SPA/DDC:CT:MH:sm (22 Sept 66)

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20 SEP 1966

DD/5 66-211
50-211

MEMORANDUM FOR: Executive Director-Comptroller *thru O/PPB*
Through
SUBJECT : DDS/Office of Communications Staffing
Complement Revision

REFERENCES : (a) Memorandum for Chief, PMCD, OP,
from Chief, Adm. Staff, OC dated
27 July and 30 August 1966. Sub-
jects: OC Table of Organization
Revision.

(b) Memorandum for Deputy Director for
Support, from Director of Communi-
cations dated 6 September 1966.
Subject: Approval to Adjust the O/C
Average Grade.

1. This memorandum ~~submits~~ *submits* a recommendation for your
approval; *Such* The recommendation is contained in paragraph 6.

2. This *office*, in collaboration with PMCD/OP, has
Compensation Div/OP reviewed the proposed revision to the Office of Communications
Staffing Complement and concurs in the organization, grade
patterns and ceiling distribution submitted in TAB A, as
modified.

3. Summaries of changes in ceiling, average grade,
grade distribution and other related information pertinent
to your review are outlined in TAB B.

4. The proposal contains:

a. The ceiling distribution and establishment of
36 thirty-six new positions authorized in the O/C FY 67
program;

b. The upgrading of seven existing positions;

c. The transfer of [] Area Headquarters from

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[] and

d. Minor adjustments in several position titles.

(See TAB C for narrative summary of changes)

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5. The request does not affect the current authorization for positions GS-14 and above. The grades approved by OP/PMCD will increase the O/C average from 9.386 to 9.401. This increase is largely explained by the addition of new ceiling positions, with the remaining effect caused by the several upgradings of key intermediate level program positions. The grade allocations are in accordance with established grade patterns for such specialized jobs. A review of the current O/C Staffing Complement as well as other Support Services components reveals that compensating changes cannot be made at this time and an exception is being requested in the average grade policy for this proposed increase. The request for an exception is particularly significant at present in view of the continued program demands and increased requirements being placed upon O/C, which was the initial basis for authorizing the recent position ceiling increase.

5 6. It is recommended that the DD/S-Office of Communications average grade be increased from 9.386 to 9.401.

R. L. Bannerman
~~Deputy Director-Support~~

Attachments: ~~As Stated~~

The recommendation contained in Paragraph 6 is approved.

L. K. White
Executive Director-Comptroller

Date

Distribution:

0 - ~~DD/S~~ (Return to DD/S)
1 - ER
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TRANSMITTAL SLIP			30 Sept 68		
TO: Mr. Warfield					
ROOM NO.		BUILDING			
REMARKS:					
<p>The attached paper was retyped to provide for concurrence by the Director of Personnel and can now be forwarded to the Executive Director - Comptroller.</p> <p>Recommend your signature.</p> <p><i>HM.</i> HM</p>					
FROM:					
ROOM NO.		BUILDING		EXTENSION	

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